



IAPD Congress Guidelines

Received by Council 7/6/87 - Toronto, Canada
Amended re title of Association 27/9/91 - Kyoto, Japan
Complete revision: 12/9/2001 - Paris, France
Complete revision 17/06/2009 – Munich, Germany
Additions and changes 24/05/2012 – Strasbourg, France
Additions and changes 16/06/2013 – Seoul, Korea
Additions and changes 01/07/2015 – Glasgow, UK
Additions and changes 26/05/2016 – Tokyo, Japan
Additions and changes 17/01/2017 - Virtual-Meeting
Additions and changes 04/10/2017 – Santiago, Chile
Additions and changes 3/7/2019 – Cancun, Mexico
Additions and changes 6/6/2022 – Virtual-Meeting

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A. Introduction

The decision by a National Member Society to host a Congress of the IAPD is one that carries considerable financial and organizational responsibility and should only be undertaken with that understanding. This includes the financial costs relating to bidding for, reporting on and promotion of an IAPD Congress which are the responsibility of and are to be borne by the National Member Society and the Local Organizing Committee of an awarded congress.

A National Member Society wishing to bid for a congress should ensure that at least 25 of their society's members are current Individual Members of IAPD and that this membership is maintained.

The period between two congresses held in the same country should not be less than 20 years under normal circumstances.

The Congress Site Selection and Coordination committee (CSS&C) is the Standing Committee of IAPD responsible for the examination of the bids, selection of venues for future IAPD Congresses and for the Coordination of the Local Organizing Committee of the National Society selected to host a congress, in collaboration with the IAPD Board of Directors.

These Guidelines must be read in conjunction with the IAPD Constitution, By-Laws and Standing Orders and fully adhered to.

Failure of a National Society Organizing Committee to adhere to these documents or significant changes to the accepted bid proposal may result in reconsideration or in extreme situations cancellation by the Board of Directors of the National Society's right to host the Congress. In cases of cancellation, IAPD will not bear any responsibility for the expenses incurred by the LOC and/or PCO.

Alterations to these Requirements and Guidelines for the Organization of the IAPD Biennial Congress shall be made on the recommendation of the Board of Directors. Following consultation and agreement with all hosting societies, these changes shall be applied to all subsequent congresses.

However, for congresses that have already been assigned according to the existing guidelines only following consultation and agreement with the hosting societies shall these changes be applied to their assigned congresses.

IAPD congresses are to be organized by National-Member Societies. However, in a situation of a force majeure, e.g., due to pandemic or a political crisis, the congress may not take place in the country that won the bid. The IAPD BOD upon consultation with the CSS&C Committee and in agreement with the host country may decide to organize the congress. In this case the format and deadline dates may be adjusted accordingly.

All changes shall be reported to Council at the earliest possible Council meeting.

B. Bidding for the Congress

1. Introduction

Submissions (bids) by National Societies to hold future IAPD congresses are normally submitted and considered by IAPD two congresses in advance.

The Secretary General of the IAPD sends the “Invitation to Bid” letters to all National Member Societies approximately 12 months before the upcoming Congress. A notice will also be placed on the IAPD website and in the Newsletter.

Bids are submitted to the Secretary General and the IAPD Secretariat and are forwarded to the Congress Site Selection & Coordination Committee (CSS&C), the executive committee of the IAPD, which objectively examines them and interviews the nominees of the National Societies making the bid. The CSS&C then makes a report of its findings to the IAPD Board of Directors including its decision as to which National Society shall be appointed to hold the congress. The final decision is made by the Council upon the Board’s recommendation.

After a Congress has been awarded to a National Society, the chair of the CSS&C committee and/or the Secretary General will liaise with the Chairman or elected spokesperson of the Organizing Committee of the National Society to ensure that the requirements of the Board of Directors and Council concerning that congress are fulfilled.

The following format and instructions must be followed by the bidding nations making a Bid to host an IAPD Congress.

2. Time-line summary for Bids

- **12 months** prior to the next Congress - Invitations to submit ‘Intention to Bid’ letters to the Secretary General are sent to all National Societies and advertisements placed on the IAPD website and in the IAPD newsletter and/or Journal.
- **6 months** prior to the next Congress - closing date for “Intention to Bid” letters to IAPD.
- **3 months** prior to the next Congress - closing date for “Bid Documents” to reach IAPD secretariat.
- **6 weeks** prior to the next Congress - instructions sent to National Societies with details of time and place for their “Bid Presentation” to the CSS&C committee at the IAPD Biennial Congress venue.

3. Intention to Bid Letter

The National Member Society of IAPD sends a letter to the Secretary General and the Secretariat of IAPD at least six months before the next Council Meeting informing IAPD of its intention to bid for the next Congress to be awarded.

4. IAPD sends relevant documents to National Society

The National Member Society will then receive a copy of these Guidelines from the Secretariat, together with copies of the IAPD Constitution, By-Laws and Standing Orders and the closing date for bids. It is important that these documents are studied carefully by the President, Secretary and Council Committee of the National Society (and later by the appointed Congress Chairperson and Members of the Organizing Committee).

5. The National Member Society should then compile a formal “Bid Document”

6. Information to be Included in the Bid Document

It is recommended that the formal bid submission be compiled with the assistance of the Government Tourism Body or local Convention Bureau. The Bid document must be sent to the IAPD Secretariat electronically by the closing date for Bids and a confirmation from the secretariat of its receipt should be requested by the bidding society.

All the information below must be included in the Bid document before the bid can be considered by the CSS&C committee. The deadline for the receipt of Bid Documents by the Secretariat will be indicated in the letter to National Societies and is 3 months prior to the next Congress. The date can also be found on the IAPD website.

- a) The **Dates** proposed for the Congress. This shall take notice of and avoid national and religious holidays where possible. Also, a clash of dates with other major international congresses relevant to Paediatric Dentistry should be avoided. Other than in unusual and exceptional circumstances approved in advance by the Board of Directors, the congress should be held in June +/- one month.
- b) **City** in which the Congress will be held, proposed venue and hotels.
 - i) The proposed **venue** for the Scientific Program of the Congress.
The venue must be able to accommodate at least 1200 participants and must have sufficient well equipped and comfortable lecture theatres and committee rooms for meetings of the Board of Directors and other Committees. This should be a smoke-free environment. Free Wi-Fi access for all participants is essential.
 - ii) The names of several **hotels** which are to be proposed for accommodation a range of accommodation prices is essential, including student type accommodation for trainees and new graduates, as well as first class and intermediate or budget accommodation. The main congress hotel should either be adjacent to the venue or a short walking (5 to 10 minute) distance.
 - iii) Assurance that **air transport** is direct and convenient for all those likely to attend.
- c) Name of the proposed **Chair** of the Organizing committee and written assurance that he/she has the support of the National Member Society submitting the bid. The Chair of the Organizing Committee shall be a member of the IAPD in good standing and fluent in English.

- d) Proposed provisional **Main Themes** for the Scientific Programme with the names of any proposed keynote or major guest speakers to be invited (both themes and keynote speakers should be approved by the CSS&C committee). It is noted that securing prominent keynote speakers early in the planning of a congress (ideally 2-3 years before the congress date) is a critical factor in securing commercial sponsorship and exhibition resources at an international level.
- e) Evidence of **Financial Support** and **Patronage** should be provided from:
 - i) Government or other sound and reliable sources.
 - ii) The National Member Society Executive Committee, who must acknowledge that they understand their financial obligations and responsibility in relation to the Congress and the IAPD Board of Directors Requirements.
- f) Statement that there will be **free and unimpeded access to the host country and Congress** by all members of National Member Societies of IAPD regardless of nationality, gender, national or ethnic origin, color, religion, language, or any other status. A list of current National Member Societies can be obtained from the Secretariat of IAPD.
- g) This congress should be a **“stand alone” event**. If the National Society plans to combine the IAPD Congress with another event, then it is necessary to obtain the approval of the Board of Directors prior to the submission of the formal Bid document.
- i) Statement signed by the President and Secretary of the National Member Society bidding for the Congress stating that they have read, understood, and agree to abide by the Requirements and Guidelines for the Organization of the IAPD Biennial Congress, as set out in this document on behalf of the National Society.

The IAPD Board of Directors requires this basic information and these guarantees before the CSS&C committee can proceed to consider the bid. They are required at least three months before the Board of Directors and Council Meeting at which the bids for the Congress in question will be considered.

7. Process after submitting a Bid

Once a Bid Document has been accepted as complete, an official delegation from the National Member Society will be invited to meet with the CSS&C committee at the upcoming IAPD Congress venue, usually two days before the IAPD Congress. Where possible the delegation should consist of the President and Secretary of the National Society of Paediatric Dentistry, together with the proposed Chair of Congress.

- a) At this interview, a detailed presentation of the Bid lasting for 20 minutes will be made to the Committee amplifying the “bid document” already supplied. This presentation should include the following:
 - i) Introduction about the host country (5 mins)
 - ii) Venue and accommodation facilities (5 mins)
 - iii) Proposed main theme and keynote speakers (5mins)
 - iv) Budget (5 mins)
- b) Facilities will be available for digital projection. Upon timely notice to the CSS&C committee, other presentation aids may be made available if needed. The delegation will have an opportunity to question the CSS&C committee and the committee may seek clarification of points, which may arise during the presentation.

- c) Following the meeting with the CSS&C committee, at which all Bids from National Member Societies have been presented, the CSS&C committee will consider and evaluate them. The Chair will then prepare the Committee's report and recommendation to the Board. The Board of Directors will consider the report at its meeting on the following day and will decide on the CSS&C committee's recommendation. Following this decision, the successful National Society will be notified accordingly by the IAPD Secretary General.
- d) After the approval by the Board of Directors, the Chair of the CSS&C committee, or the Secretary General will present the committee's report and the Board's recommendation to the Council and propose its acceptance. The National Society whose Bid was successful, must then be available to make a 10 to 15 minutes formal presentation to Council. It is the Council of IAPD which finally endorses the recommendation of the CSS&C committee and the decision of the Board of Directors.
- e) Once a National Society has been awarded a Congress, the Local Organizing Committee Secretary or the Chair of the Congress will keep the Chair of the CSS&C Committee and the Secretary General informed of its progress at all times and will present updated, written and verbal reports on the progress of the congress planning at least 8 weeks prior to all subsequent IAPD Board meetings for inclusion in the Board meeting documents (as set out in Appendix A). This report should be sent by email and presented to the Board.

C. Organization of the Congress

The President and Secretary General of the National Society selected to host the Congress will discuss the following standing requirements with the Secretary General of IAPD and the Chair of the CSS&C committee.

The Secretary General and President of the National Society will notify the Secretary General of IAPD and the Chair of the CSS&C committee about the names of the members of the Local Organizing Committee (LOC) as soon as possible.

The Board of the IAPD is continuously improving the organization of the Congress. The organizing National Society is required to implement a default reporting system in the Congress website to IAPD in terms of registration and abstract submission. The local organizing committee (LOC) shall consult with the IAPD Association Manager about the setup of this mechanism.

It is recommended that the Chair of the CSS&C Committee or a representative of the IAPD upon decision of the IAPD President, will arrange a site visit to the City of the Congress, inspect the venue and discuss with the LOC the planning of the Congress. This visit shall be at the expense of the LOC.

1. Timing & Date of Proposed Congress

Unless there are exceptional reasons approved in advance by the Board, the Congress should be held in the month of June or one month on either side (i.e. May to July).

Consideration should be taken for the dates of the Congress not to coincide with any other major scientific events, holidays or any other impediments.

Each IAPD Congress must be clearly identified and staged as such by the host National Society. It shall not be immediately preceded by, held jointly with or immediately followed by another meeting, without the approval of the IAPD Board.

2. IAPD Board Procedures & Formalities

It must be remembered and recognized at all times, that the Congress is a scientific meeting of IAPD and that therefore the President of IAPD takes precedence over both the President of the host National Society and the Chair of the Congress Local Organizing Committee in all matters on official occasions, and therefore should be shown appropriate deference and respect.

The Chair of the Local Organizing Committee is expected to prepare the Congress on behalf of the IAPD and therefore to liaise closely with the President, the Secretary General, and the Chair of the CSS&C Committee of IAPD.

2.1 The President and Secretary General of IAPD should meet with the Chair of the Local Organizing Committee of the IAPD Congress on the day preceding the commencement of Congress to review all

matters of importance in relation to the Congress and in particular the Opening Ceremony and local protocol.

2.2 The President of IAPD should receive the guests at the official Welcome Reception following the Opening Ceremony. It is a usual courtesy for the Chairs of the Local Organizing Committee and the Scientific Committee to invite the President of IAPD to Chair one of the main lectures in the Scientific Programme.

2.3 The name badges of the President and Board Members of IAPD must identify these officers by title. Honorary Members, Past Presidents, Past Secretaries and Past Editors attending, should also be recognized by title on their name badges. The Chair of the Congress and Local Organizing Committee Members should also be clearly identified on their name labels.

3. Equal Opportunity for IAPD members

All IAPD members must have an equal opportunity to participate in their biennial congresses.

- a) There must be no restriction on any member wishing to attend.
- b) There must be no ethnic, social, religious or other discrimination, which could possibly act against the comfort, security or well-being of any member attending.
- d) All IAPD members shall be invited to submit scientific papers for either oral or poster presentations.

4. Registration Fee

The Registration Fee should be kept as low as possible in order to be affordable by all members who wish to attend, to encourage and maximize registrations. The Registration Fee should be consistent with the registration fees being charged by other similar organizations for international meetings with similar numbers of registrants, and must be consistent with the registration fees being charged for other international congresses in the host country at that time.

- a) A "Base" Registration fee must be set which will apply to all non-member dentists and allied health professionals.
- b) Reduced Registration fees must be set for the following categories of membership according to the By-Laws.
 - A 20% reduction (minimum) from the Base Registration Fee for Individual Members of IAPD. The LOC must confirm registrants' IAPD membership is valid. Individual IAPD members of National Member Societies should have the highest discount in this category (over 20 %) . IAPD individual members whose National societies are not National Member Societies shall have a lower discount.
 - 50% reduction from the Base Registration Fee for Honorary Members; former IAPD board members, Senior Members; IAPD "supported" members; Full-Time Post Graduate Student IAPD Members who must be 'bona fide' and have their student status authenticated by a letter from their University Faculty Head of Department. Post graduate students who are not IAPD members will not be eligible for any registration fee reduction.

- c) A separate Registration fee must be set for Accompanying Persons.
- d) Special regional and local rates may be applied for IAPD members of these regions. Non IAPD members will not enjoy this privilege.
- e) A 'day pass' Registration fee to be set for locals unable to attend the whole congress.
- f) Any other categories of registration fees must be reported to the Board of Directors and approved before implementing.

Note:

- IAPD membership dues shall be prominently displayed on the registration screen with a direct link to join IAPD as a member.
- Monthly reports of all registrants must be provided by the LOC to the IAPD Secretariat

5. Financial and General Agreement between IAPD and the Host National Society

The Board of Directors of IAPD has set a non-negotiable hosting fee for hosting the congress. The hosting society will pay the amount of 60.000 EUR to the IAPD according to the following payment schedule:

- Upon contract signature 10%
- 8 months before the congress 40%
- One month before the congress 50%

This condition which has been set down by the Board of Directors of IAPD should be discussed with your Professional Conference Organizer and stipulated as part of the contract between the Conference Organizer and the National Society hosting the Congress and the Local Organizing committee. This contract should be signed at the time of appointment of the Professional Conference Organizer.

The Basic Registration Fee and Accompanying Persons Registration Fee shall be approved by The Board of Directors at its Interim Board Meeting held one year before the preceding Congress. (i.e., 3 years before the

Congress being organized). These fees may then only be altered under exceptional circumstances by direct application to the Secretary General. Such an alteration would only normally be approved in the case of financial factors which were unforeseen at the time of the original Budget presentation and approval.

On the award to host an IAPD Congress to National Member Society an “Agreement document” including the IAPD Logo guidelines must be signed by the appropriate members of the National Society (usually the President and Secretary) and by the IAPD Secretary- General and Chairs of the Congress Site Selection committee and Finance committee. This document should be signed immediately at the conclusion of the Council meeting at which the award has been made.

The award of the Congress is conditional on this document being signed and organization of the congress cannot proceed until the document is signed. Should this document not be signed, the Board of Directors reserves the right to cancel the award of the Congress to that Society.

6. Scientific Program

A. The program

The main themes of the Congress that were included in the Bid should be re-examined by the Local Organizing Committee in collaboration with the CSS&C Committee and the Scientific Committee of the IAPD and be approved by the IAPD Board. All topics will be discussed three years before a Congress and a final decision should be taken two years before. Any further change in the Themes requires new approval by the IAPD Board.

It is required that the chair of the Science Committee of the IAPD, shall be the vice-chair of the Science Committee of the Congress. This will help to have a tight relation between the IAPD BOD and the LOC, and also to bring the experience of IAPD into the organization of the Scientific Program of the Congress.

The main Theme(s) of the Congress should refer to the areas of Paediatric Dentistry, that are contemporary, attractive and of international interest. They may also be related to advanced scientific and/or clinical topics and even include panel discussions (symposia) which are fully sponsored. The final decision and selection of the main themes should take into consideration the themes of previous Congresses as well as the future trends and direction of our specialty.

While it will be tempting and natural to “showcase” local national achievements and talents, care must be taken to provide a balanced program of international relevance and interest, for all IAPD members. All themes must be dealt with at an advanced scientific level. Individual presentations should not exceed one hour. Symposia with several speakers and audience participation may occupy a whole session.

By tradition, it is a courtesy for the President, President-Elect, and Past-President to be invited to chair the Symposia on the main themes of the Congress.

Pre-Congress courses or lectures may be held in conjunction with the Congress on days preceding or following the Congress, by special arrangement with the CSS&C Committee and with the approval of the Board of Directors. Such lectures or courses of lectures should normally be considered an integral part of the Congress and full Congress Registration will normally be required in addition to any course fee, for all those participating in such a course. The requirements for themes and speakers mentioned above also apply to such courses.

The Scientific program should contain a session or sessions related to education of pediatric dentistry, called IAPD Education Session. During the session(s), it will be discussed the status of pediatric dentistry education

at the undergraduate and postgraduate level. This session will be organized by the Education committee of IAPD.

The last day of the congress and right before the closing ceremony, there should be a session entitled "IAPD Global Leaders Forum". This session will be chaired by the IAPD President. This session will provide an opportunity to Presidents/Representatives of the regional pediatric dentistry organizations and other related stakeholders to present and discuss important issues related to the oral health of children. This activity will be organized by the IAPD with collaboration with the LOC.

Each day of the scientific meeting should start with a keynote lecture followed by parallel sessions. The suggested schedule of social events and format of scientific program is provided in Appendix C. The pre-Congress courses or other activities could be optional and added to the program.

B. Invited speakers

It must be noted, that as an international congress, invited speakers should represent all continents. Therefore, it is a requirement that invited - speakers should be selected from all continents, and only a maximum of 30% of the invited speakers may be from the hosting country. The IAPD Board of Directors will convene a meeting with the LOC to review progress and oversight the development of the scientific program.

The LOC is required to present their proposed speakers for the scientific program to the IAPD CSS&C Committee before definitive invitations are issued. The CSS&C Committee's role is to support the LOC in conforming with the Congress Guidelines.

Members of IAPD invited to present keynote or main theme lectures should consider this an obligation of membership and should not be paid an honorarium or fee, although at the discretion of the Local Organizing Committee, recognition may be made in the form of a gift or complimentary invitation to the banquet (for example). Such IAPD members must pay the appropriate Registration fee for the congress unless the organizing committee chooses to pay it for them. Other arrangements relating to accommodation and travel expenses for any invited speaker are at the discretion of the Organizing Committee, but must be transparent for all speakers.

Should the Organizing Committee wish to invite one speaker to present a course of lectures involving three hours or more, this should be specifically discussed with the Chair of the CSS&C Committee, and approved by the Board of Directors. In such a case, it may be desirable to seek special sponsorship for this speaker from a Dental or Pharmaceutical Company or another appropriate source.

C. Abstract submission

All IAPD members shall be invited to submit an abstract for either oral or poster presentation. They are also invited to submit abstracts for the Bursaries and Awards that IAPD offers to its members. The program is so designed, that members who submit an abstract of acceptable scientific standard by the closing date for acceptance of abstracts can present their paper. Each member should present only one submitted paper. The Scientific Committee of the LOC shall ensure that this is adhered to, a member may however be a co-author of other papers.

Acceptance of an abstract for presentation carries with it the obligation to register for the Congress by the date specified on the Abstract Form. Members who have not registered by this due date will have their papers withdrawn by the scientific committee of Congress.

All papers presented at a Congress become the property of IAPD, unless prior approval has been obtained from the IAPD Editor of the International Journal of Paediatric Dentistry for the paper to be submitted to another Journal or published elsewhere. The Editor will make a decision on any papers to be published in the International Journal of Paediatric Dentistry within three months of the Congress and will notify authors appropriately as soon as practicable. Other authors will be notified that IAPD releases their papers for submission elsewhere.

A statement must be included on the Abstract form that:

“All papers and abstracts submitted become the property of the IAPD unless prior alternative arrangements have been made with the Editor of the International Journal of Paediatric Dentistry (IJPB)”.

Abstracts of all papers accepted for presentation will be published in the Special Congress Supplement of the IJPB and printed or stored on USB sticks and they will be available to registrants during the Congress. The financial cost of publication of the abstracts is a significant amount and must be included in the budget (expenditure) of each congress of IAPD (see Appendix B)

7. Official Language

The official language of all Congresses shall be English. At the discretion and expense of the Local Organizing Committee, simultaneous translation may be provided into other languages depending upon the anticipated number of registrants speaking a particular language. This applies particularly if the likelihood of simultaneous translation will significantly increase the number of participants attending. Cost of translation services must be included in the Budget approved by the Board.

8. Use of IAPD Logo & Title

The IAPD Logo and the full title of the Association in English must be used on all correspondence and all publications related to the Congress (for more details see Guidelines of the use of IAPD logo in Standing Orders). The National language of the Host Nation may be used secondarily in smaller type if desired. A separate “Congress Logo” or major sponsor may be used in addition to the IAPD Logo if desired, provided that the IAPD logo is always given prominence over any other logo or design element. All letterheads and the covers of all official Congress publications must be approved by the Chair of the CSS&C committee *and* the Secretary General before use or distribution. The template of all certificates of the congress is provided by the IAPD and must be strictly adhered to.

9. Presence of Local Organizing Committee representatives at IAPD Board Meetings

Representatives of the Local Organizing Committees of future Congresses will be invited to attend IAPD Board Meetings as considered appropriate. The delegation of representatives should consist of no more than 3 members including one member as interpreter (if necessary). It is important that these representatives be the Chair of the Congress and at least one member of the LOC. **It is mandatory that these representatives physically attend two Board Meetings prior to their awarded IAPD congress.** This is essential as Board approval to proceed has to be given at various stages for different aspects of congress planning. Please refer to Appendix A.

10. Requirements for IAPD Board of Directors' Executive Members

The Organizing Committee is required to provide the following complimentary arrangements for the IAPD Board of Directors and related IAPD Association officers:

- The President of IAPD
 - The Secretary General of IAPD
 - The President Elect
 - The Immediate Past President
 - The Editor of IAPD
 - The 4 Representatives of Nations
 - The Association Manager
- a) Hotel accommodation with breakfast at the main Congress hotel, from four days prior to the Opening of Congress up to and including the night of the Closing Ceremony of Congress (up to a maximum period of 7 nights).
- b) Complimentary Registration fee.
- c) Complimentary attendance, including partners, at all social functions.
- d) Airport transfers upon arrival and departure

For the following officers a complimentary registration fee is required:

- Up to 2 EC members who are not in the BOD (to be determined by the Chair of the EC)
- The Finance Committee Chair
- The CSS&C committee Chair
- The Editor of IJPD
- The Presidents of regional associations: AAPD, EAPD, PDAA, ALOP

The Organizing Committee must cover these items by direct payment and not by reimbursement of the IAPD Officers concerned.

11. Required Facilities for IAPD Board of Directors and Council Meetings

The Organizing Committee is required to provide the following rooms and facilities for the IAPD Board of Directors and Council from three days prior to the Opening of Congress until the Closing Ceremony at no charge to IAPD:

- a) One room for the IAPD Secretariat. This room requires the following facilities: internet access, mobile telephone, a computer and printer, and a fax machine. Photocopying facilities are also required and must be conveniently located nearby. Bottles of drinking water and glasses should also be available. The door to this room must be clearly labelled "IAPD Secretariat" and should be accessible to IAPD members with queries or other business for the Association Manager or the Secretary General.
- b) A Meeting Room for the IAPD Congress Site Selection and Coordination Committee, 2 days prior to Congress (for 9 persons). Bottles of drinking water and glasses, morning tea and coffee will be required. This room also requires internet access, digital projection facilities and a notebook computer for digital presentation purposes.
- c) A meeting room for the EC committee 2 days prior to the Congress (for 6-8 persons).

- d) A Meeting Room for the IAPD Board of Directors Meeting - (for 15 persons). First meeting (the day prior to Congress, additional days may be required). Bottles of drinking water and glasses, morning and afternoon tea / coffee and lunch are required for this meeting. This room also requires internet access, digital projection and a notebook computer.
- e) A Meeting Room for the IAPD Council Meeting (the afternoon of the Opening Ceremony of Congress for 150 people. This room requires a stage with chairs, table to accommodate 9 people and microphones (stage and floor), internet access, digital projection and a notebook computer.
- f) Meeting rooms as requested by the Secretary General for other committee meetings, including the IAPD Board and the EC committee.

All these committee rooms will need to be furnished with tables and chairs, water and glasses, notepaper and pencils. The Secretary General will advise of exact details and numbers at least four months prior to the Congress (See Appendix E).

The Secretary General must be advised of the exact location of these meeting rooms (for all meetings) at least three months in advance of the Congress, so that notices containing room numbers and location can be circulated within the required period of time in advance of the CSS&C, Board and Council meetings to National Member Societies (for the Council Meeting), to the Board of Directors and Congress Site Selection Committee members, and to National Society delegates bidding for the next Congress.

The LOC should organize the IAPD Secretary Generals Breakfast of Presidents, activity for 10-15 persons and should include the president, secretary general and the IAPD past presidents and past secretary-generals, attending the congress. This activity should be done in a private room or area in the breakfast area of the congress hotel or in other private room of the congress hotel. The cost of the IAPD Secretary Generals Breakfast of Presidents will be covered by IAPD.

2. Notification of Congress to Members

Attention should be made to the timing of all notifications to members related to the Congress. It must be remembered that other commitments such as academic years and vacations may vary in different hemispheres. This may affect the advance planning of those intending to attend the Congress to make presentations or to chair sessions. The following time table should be observed:

- Advance flyer or card: This may be distributed at the Congress four years before the Congress as long as it does not compete with the promotion of the upcoming Congress.
- First formal notice of Congress: At the preceding Congress a promotional booth should be established by negotiation with that Congress Local Organizing Committee.
- Development of a Mailing List 18-months prior the congress. All data belongs to the LOC *and* the IAPD.
- Registration information and Call for Papers must be announced by email and on the Congress website no later than 12 months before the Congress.

13. Approach to Sponsors

Potential sponsors should be approached as soon as possible after the award of the Congress; with final confirmation 12 months before the Congress (see Appendix B- iv for further details). All approaches to International major commercial sponsors shall be coordinated with the CSS&C committee chair. IAPD does not allow exclusivity in commercial activities.

14. Approach to Speakers & Chairpersons

- Keynote Speakers: At least 2 years before the Congress with firm acceptance 18 months ahead with signed agreement and short description of presentation for pre congress advertising. All invited keynote speakers shall be accepted on condition that they agree that their presentations will be video recorded on behalf of IAPD and be released to IAPD members no sooner than one year following the Congress.
- Other Invited Speakers: 12 months ahead with signed agreement and short description of presentation for pre congress advertising.
- Chairpersons of sessions: At least 15 months ahead (it is assumed that each member of the IAPD Board will chair at least one session)
- Other Chairpersons: It is usual for each session to be chaired by two Chairpersons: one local and the other international. They should be invited as soon as the number of sessions is known.
- Local circumstances may necessitate these times being varied. Should this be the case the CSS&C Chairperson and Secretary General should be notified immediately and the situation discussed.
- The invited speakers should be informed that the presentations will be video-recorded for the educational use of IAPD. The request for speakers' permission to record their presentations should be sent with the invitation letter to speakers. A sample agreement may be found in Appendixes H.
- Official confirmation from IAPD with details of any reimbursement must be sent to each speaker on receipt of signed agreement

15. Post Congress Report and Statement of Accounts

Immediately following the Congress, a list of all attendees' emails and contact information must be forwarded to the IAPD Secretariat.

A Congress Report, Statement of Accounts, all funds due to IAPD, must be agreed and closed with the IAPD Secretary General within 4 months from the conclusion of the Congress. The Chairperson of the Local Organizing Committee must prepare a detailed report of all facets of the Congress, including statistics on attendance and a detailed budget (Appendix A), so that it can be circulated to the Board and members and the CSS&C committee in sufficient time for evaluation prior to its receipt at the Interim Board of Directors' Meeting.

This should be accompanied by the audited statement of accounts.

16. Congress Insurance

The Congress should be insured against financial loss and liabilities. This may be discussed with the CSS&C committee if desired, but is a local matter.

Congress insurance should cover the IAPD hosting fee (60,000 Euro) and associated costs in case the goals are not met.

The LOC and PCO shall insure the Congress and all attendants and send the IAPD a copy of the insurance policy no later than 18 months prior to Congress date.

17. Promotion of the next Congress and related organizations

The LOC should provide assistance in the promotion of the next congress.

- I. Suitable complimentary display space available in a prominent position near the coffee area or exhibition area (or any other area agreed to after consultation with the Chair of the next IAPD Congress) for the use of the Organizing Committee of the next Congress to provide promotional material and travel information (possibly with video or poster display) about the next IAPD Congress.
- II. Arrangements for the organization of a special night event to promote the next congress.
- III. Any other arrangements the next congress LOC may request after consultation with the CSS&C Committee.

The LOC should provide complimentary display spaces for related organizations upon recommendation from the Board of Directors to enhance collaborations and friendship with other organizations.

Appendix A: Information Required for the Progress Reports

IAPD requires a minimum amount of written information from Local Organizing Committees (LOC) who have been awarded a future IAPD Congress. This information is to be in written form and will usually be presented by invitation at IAPD Board meetings.

Written reports are to be sent to the Secretary General and Chair of CSS&C committee eight weeks prior to the Board Meeting.

It is mandatory that the representatives who are invited to attend Board Meetings to present their reports after the award of the Congress, be the Chair of the Congress and the Chair of the Scientific Programme committee whenever possible. The delegation of representatives should not comprise more than 3 members (one of whom may act as an interpreter).

Board meeting	Planning Stage	Information required in Report
4yrs Pre-Congress	Congress awarded	
3 yrs Pre-Congress	Appointment of LOC members	<ul style="list-style-type: none"> - Any changes from 'bid' - Names of key LOC members
3 yrs Pre-Congress	Start of Active Planning Preliminary promotional 'flyer' or card prepared and distributed at Congress	<ul style="list-style-type: none"> - Venue & Hotels contacted - Travel Agent discussion - Government contact - Budget planning - Congress Organizer planning - A separate 'Trust' Bank Account is opened
3 yrs Pre-Congress At this meeting the Board will endorse all key aspects of Congress and will give approval for LOC to proceed.	Finalization of key aspects of Congress Planning & Organization Contracts signed with Congress Organizer, Venue & Travel Agent <i>* The key aspects to be 'signed off' must be sent to the Chair of the CSS&C committee, for review 6 months before they are submitted to the Board</i>	<ul style="list-style-type: none"> - Congress budget (Appendix B) - Basic & Accompanying persons Registration Fees - Congress Venue - Scientific Programme themes (major & minor) - Names of 'keynote' or guest speakers with their financial arrangements - Official Congress Organizer - Official Congress Travel Agent - Hotels proposed (with range of suitable room rates)
2 yrs Pre-congress At this meeting the Board will endorse the Publicity plan for the Congress.	Finalization of Scientific program with Invited speakers and proposed Chairs of sessions. Letter of confirmation received from each speaker Website launch Decision re Pre-Congress Course(s)	<ul style="list-style-type: none"> - Updated Budget - Reassurance that country is politically and financially stable - Report any variation requested from that approved by the Board - Publicity plan & timing - Sponsorship list

	<p>Planning of Social Programme & Accompanying Persons Programme</p> <p>Preparation of Publicity (online & mailed)</p> <p>Promotional 'booth' staffed by LOC during Congress with promotional and travel brochures</p>	<ul style="list-style-type: none"> - Plan for Dental Exhibition & list of potential exhibitors - Update on Keynote speakers - Opening Ceremony planning & Dignitary if to be invited
<p>1 yr Pre-Congress:</p> <p>At this meeting a detailed report of all aspects of the Congress is required.</p> <p>No changes can be made after this without the IAPD Secretary General's approval</p>	<p>Finalization of all aspects of Congress:</p> <ul style="list-style-type: none"> - Congress website functioning - Sponsors signed off - Exhibitors signed up - All invited speakers confirmed - Able to Register online - Free paper and Poster Abstracts being received - Arrangement with IJPD Editor re Journal Supplement with Abstracts and papers - Hotel accommodation on website - Abstract submission deadline_ 6 months prior to Congress 	<p>Detailed report on all aspects of Congress.</p> <p>Including:</p> <ul style="list-style-type: none"> - Expected number of registrants - Budget reconciliation - rooms for IAPD Secretariat 7 meetings of SCC&C committee & Board & Council - Sponsorship details - Exhibition details - Hotel accommodation finalized
<p>At Board Meeting, immediately prior to opening of your Congress</p>	<p>Finalization of all aspects of Congress:</p> <ul style="list-style-type: none"> - last minute Changes - management of any difficulties encountered in final run-up to Congress - financial support - plans for obtaining more delegates - Information updates for delegates - land transportation arrangements 	<p>Detailed report on all aspects of Congress.</p> <ul style="list-style-type: none"> - Number of Registrants - financial issues - unforced problems - scientific programme - number of abstracts received and accepted - poster boards - arrangements for prize judging

Appendix B: Budget Preparation

Budget planning and updates are required beginning 4 years out from the proposed congress. Details of income and expenditure estimates need to be provided to the IAPD Secretary General and the Chairman of the CSS&C committee.

The use of Volunteers has proved extremely successful at previous Congresses (65 volunteers were used in Greece at the 23rd Congress). Instead of payment a small gift and /or complimentary attendance at an Organizing committee dinner or party is an ideal “thank you”.

IV. **Summary of Income and Expenditure** (based on 1500 participants for European meetings and 1000 participants for congresses outside Europe).

	Item	Euro (€)
Revenue	Registration Fees	
	Pre-Congress Symposia	
	Contributions from related organizations, societies or Government	
	Sponsorship	
	Exhibition	
	Total	
Fixed Expenditure	Venue Hire (including IAPD Sec. & Board rooms)	
	Audio Visual (incl. for SCC&C, Board & Council ctte.)	
	Key Note Speaker(s) Costs	
	Other Speaker Costs	
	Printing	
	Marketing & Promotions	
	Pre-Conference administration	
	Insurance (see Guidelines p15)	
	IAPD hosting fee	60.000
	Abstracts -IJPB printed supplement* or USB sticks (see p 12)	
	IAPD Board expenses	
	Other (optional)	

	Total	
Variable Expenditure	Catering & Social Events	
	Local Committee Expenses & Entitlements	
	Free Registrations	
	Other expenses	
	3 % inflation per year until Congress	
	Total	
Balance		

* the cost of publishing a special issue of the IJPD containing the Abstracts of the Congress is significant and must be taken into account at the outset. The IAPD Editor of IJPD should be contacted and an agreement reached on the projected cost.

II. Proposed Registration Fees

These categories of fees are set out according to the Guidelines. The base fee should be set first and kept as low as reasonable.

Member category	Early Registration	Late Registration	On-site Registration
IAPD Individual member (80% of Base Fee)			
Non- member (Base Fee)			
Hon. Member; Senior member; IAPD Postgraduate Student member; IAPD 'Supported' member (50% of Base Fee)			
Regional and local rates for IAPD members			
Day Registrations			
Accompanying persons			

V. Hotel Accommodation

Experience from previous congresses has shown that accommodation is an important factor when attracting delegates. Consequently hotel accommodation should be confirmed and the following information should be available early during planning (at least 18 months pre-Congress). The appointed travel Agency should be able to advice and book a suitable range of hotels. The main Congress hotels shall be adjacent or 5-10 minute walking distance to venue.

Accommodation	Star Rating	Estimate Cost/room	Location	Website
e.g. Sheraton	5 stars	e.g. € 450	e.g. On Site	http://www.sheraton.com
	4 stars		e.g. 5 min walk	
	3 stars			
	2 stars or less			

VI. Commercial Sponsorship Opportunities

Early broad agreement with commercial sponsors is invaluable in assuring the financial success and security of a Congress. It is important to recognize that it is normally not possible to 'lock in' sponsors until 2 years prior to the Congress.

Suggested format of letter to be sent to potential sponsors followed up personally.

The document commences with an Invitation from the Chairman to participate in sponsorship of the Congress.

The host (IAPD) is then described and the Board Members listed.

The Congress is described and organizing committee listed.

The Venue is then described.

Opportunities for Industry to participate are then set out in detail.

SPONSORSHIP	BENEFITS	Amount in Euro *
Gold sponsorship	Exclusive	60,000 – 100,000
Silver sponsorship	Four sponsors	25,000 – 40,000
Bronze sponsorship	Exceptional exposure	11,000 – 18,000
Congress website	Exclusive	18,000 – 30,000
Other sponsorships	Internet café	12,000 – 20,000
	Abstracts CD Rom	up to - 12,000
	Printed Abstracts	up to - 12,000
	Quarterly E-newsletter	up to - 5,000

	Plenary Lectures	up to - 9,000
	Pre-Congress Symposium	up to - 3,000
	Workshops	up to - 1,000
	Poster area	up to - 2,000
	Congress Newsletter	up to - 1,300
	Congress notepad & pen	up to - 3,000
	Accompanying Persons programme	up to - 3,000
	Daily catering	up to - 1,000
Social Functions	Opening Ceremony & Reception	up to - 9,000
	President's reception	up to - 7,000
	Congress Gala Dinner	up to - 14,000
Advertising	Registration brochure; Programme book; Abstract book	Full page up to - 1,000 Half Page up to - 800

*The monetary figures provided in this appendix are purely for illustration purpose

** *In the present financial climate the figures shown first may be more realistic (60% reduction)*

Appendix C: Suggested Schedule of Social Events and Format of Scientific Program

	Day 1	Day 2	Day 3	Day 4
<i>AM</i>		Keynote lecture	Keynote lecture	Keynote lecture
		Parallel sessions	Parallel sessions	Parallel sessions
	<i>lunch break</i>	<i>lunch break</i>	<i>lunch break</i>	<i>lunch break</i>
<i>PM</i>		Parallel sessions	Parallel sessions	Parallel sessions
	IAPD Council Meeting			Global Leaders Forum
	Opening Ceremony			Closing Ceremony
	Welcome Reception	Night of next Congress	Gala Dinner	Farwell Party

Note: pre-Congress course or other activities can be arranged as indicated

Appendix D: Format for Oral & Poster Presentations and Awards

All accepted presentations are the property of IAPD. The ratio of oral presentations to posters is at the discretion of the scientific committee and will depend upon space and room facilities, but is usually in the ratio of $\frac{1}{3}$ oral to $\frac{2}{3}$ posters

All the poster and Awards participants are required to submit a PDF file to the LOC before the Congress. This will facilitate the judging of the awards and to be later included in the poster archive of IAPD. The date of submitting the PDF files shall be determined by the LOC after consultation with the Chair of the Awards Committee (Refer to Appendix H).

Presentation Type	Mode of Presentation	Venue
Keynote & Invited Speakers	Oral - supported by appropriate AV facilities, normally "PowerPoint". If programming permits, the Keynote lectures & symposia should not clash with other presentations, thereby encouraging good attendance. Similar arrangements should be made for other invited speakers contributing to symposia & debates if in program. It is acceptable to have Symposia running in parallel.	Main lecture theatre for Keynote speakers. Symposia involving Invited speakers may use smaller lecture rooms.
Free papers by members	Normally arranged in subject-based sessions of 2 hrs, with presentations lasting 10 minutes plus 3 minutes' discussion and 2 minutes for changeover of speakers & audience.	Smaller 'breakout' rooms of 50-100 seated audience. If congress large, several rooms run in parallel are good, but timing needs to be coordinated for accurate programming & movement of audience between rooms.
Free poster presentations by members	Scientific program committees should plan to host a significant number of posters. Size does not normally exceed A0 (84x119 cm).	Poster displays positioned close to refreshment or Trade display areas encourage attendance at both. Posters should be

	<p>Portrait or Landscape formats should be specified.</p> <p>Standard guidelines should be given for content and posters should be self-explanatory.</p> <p>Font size should be recommended (18 or 20) so that it can be easily read from 2 meters.</p>	<p>clustered by topic; clinical case presentations are better grouped together. Organizers must decide whether posters remain up for whole congress or for certain sessions only (depends upon number of posters. Presenters must be present by their posters at times stipulated. Formal discussion sessions are to be encouraged.</p>
	IAPD BURSARIES AND AWARDS	
Award	Application procedure	Presentation
Jens Andreasen Award* for Best Trauma Poster	<p>Poster prize – One prize for a research-based or case report poster presentation. Authors can apply via the Congress website. The IAPD secretariat should be linked to the Congress website so as to be notified simultaneously. Then the Awards Committee Chair has to be notified so as to arrange procedure for the management of the Award. Author(s) must be present for judging.</p> <p>Authors must be present at the Closing Ceremony for the conferment of the Award.</p>	<p>These posters will follow the general instructions for posters, but will be grouped together to facilitate adjudication.</p>
Morita Prize* for the best clinically-based poster presentation	<p>Poster prize – Two prizes -one prize for a clinically-based research poster presentation and one for a case-based poster presentation. Authors can apply via the Congress website. The IAPD secretariat should be linked to the Congress website so as to be notified simultaneously. Then the Awards Committee Chair has to be notified so as to arrange procedure for the management of the Award.</p> <p>Author(s) must be present for judging. Authors must be present at the Closing Ceremony for the conferment of the Award.</p>	<p>These posters will follow the general instructions for posters, but will be grouped together to facilitate adjudication. The two categories – research-based and case-based should also be separately displayed within the prize group</p>
The Bright Smiles-Bright Futures Award	<p>Poster prize – one prize for winner and smaller prizes for 3 runners-up. Authors enter via IAPD Secretariat. The Awards Committee Chair has to be notified so</p>	<p>These posters will follow the general instructions for posters, but will be grouped together.</p>

	<p>as to arrange procedure for the management of the Award.</p> <p>Author(s) must be present for judging on morning of Opening Ceremony.</p> <p>Authors must be present at the Opening Ceremony for the conferment of the Award</p>	<p>Adjudication of 6 finalists on morning prior to Opening Ceremony. Winner and finalists are recognized at Opening Ceremony.</p>
The NuSmile Award	<p>Poster prize – Two prizes -one prize for a clinically-based research poster presentation and one for a case-based poster presentation. Authors can apply via the Congress website. The IAPD secretariat should be linked to the Congress website so as to be notified simultaneously. Then the Awards Committee Chair has to be notified so as to arrange procedure for the management of the Award.</p> <p>Author(s) must be present for judging. Authors must be present at the Closing Ceremony for the conferment of the Award.</p>	<p>These posters will follow the general instructions for posters, but will be grouped together to facilitate adjudication. The two categories – research-based and case-based should also be separately displayed within the prize group</p>
Bengt Magnusson Award	<p>Best essay prize. Authors enter under <i>a nom de plume</i> via IAPD Secretariat. Then the Awards Committee Chair has to be notified so as to arrange procedure for the management of the Award.</p> <p>Authors must be present at the Closing Ceremony for the conferment of the Award.</p>	<p>The finalists will present their work in an Oral Session during the Congress, lasting 10 minutes plus 3 minutes discussion and 2 minutes for changeover of speakers & audience.</p>

Members who wish to apply for the prizes above need to obtain further information from the IAPD Secretariat or the website of the congress and need to indicate their entry on the Congress Registration Form.

Members may not apply for more than one Award.

Prize winners for all prizes including the Bengt Magnusson Memorial Prize (managed by the Secretary) will be announced at the Closing Ceremony, an exception is the Bright Smile-Bright Futures award (which will be announced during the Opening Ceremony)

Appendix E: Format for Opening and Closing Ceremonies of Congress.

The Order of Ceremony for the Opening and Closing Ceremonies of Congress should follow the format as set out below.

The Secretary General of IAPD must be notified well in advance of the Congress of the names and titles of those dignitaries who will be present at the Opening Ceremony and/or on any other special occasion, together with any relevant protocol, so that the President and other Board Members can be briefed in advance of their arrival at the Congress.

A. Opening Ceremony.

1. Participants and guests to be seated 15 minutes before Official Party arrives.
2. All stand as Official Party enters with Honored Guest who will open the Congress (entry fanfare as appropriate)
3. National Anthem
4. Welcome to the host country by the President of the host National Society of Paediatric Dentistry.
5. Roll Call of National Member Societies (Society names will be used instead of country names) presented by the Secretary General
6. Introduction of and welcome to President of IAPD by President of the host National Member Society
7. Welcome of participants and Guests to the Congress by President of IAPD and presentation of a brief review of activities of the Association
8. Introduction of Chair of Congress by the President of IAPD
9. Introduction by Chair of Congress of any entertainment to be presented
10. Entertainment (if to be provided)
11. The Chair of Congress will introduce the Honored Guest who will open Congress
12. Opening of Congress by Honored Guest
13. Presentation of gifts to Honored Guest (and Official Party if desired)
14. Vote of thanks to the Honored Guest by the President of IAPD
15. The President of IAPD invites to the Colgate Representative to award the winners of the “Bright Smiles Bright Futures” Award
16. Invitation to refreshments by the Chair of Congress

B. Closing Ceremony.

Opening remarks by the Chair of Congress

1. Announcement of prize winners & award of prizes by the Incoming President (who is the Chair of the Awards Committee)
 - i) Bengt Magnusson Award
 - ii) Jens O Andreasen Award
 - iii) Morita Award
 - iv) NuSmile Award
 - v) any other awards or prizes
2. (by arrangement with Colgate the “Bright Smiles/Bright Futures” Award has been included in the Opening Ceremony)
3. Introduction by Chair of Congress of members of the Organizing Committee of Congress
4. Outgoing President of IAPD introduces and welcomes the Incoming President of IAPD and the new Board Members and presents the certificates and/or plaques to the retiring Members
5. The incoming President of the IAPD presents the certificate and/or plaque to the outgoing President, and reviews the Congress and gives thanks to the General Chair and Organizing Committee. The General Chair of the next Congress is introduced.
6. Invitation to the next Congress by the Chair of the Organizing Committee of the next Congress. Provision should be made a promotional presentation for the next IAPD Biennial Congress of 15-20 minutes' duration during the Closing Ceremony of the Congress.
7. Closure by incoming President of IAPD.

Appendix F: IAPD Room and Facility Requirements during Congress

DAY	TIME	MEETING	No. of Pers.	CATERING	OTHER
Mon	8:00-13:00	EC meeting	8	water and glasses coffee, tea 12:30 light lunch in room or outside	Long table, chairs - data projector, laptop projector, screen. Internet access
Mon	14:00-19:00	Congress Site Selection & Coordination Committee meeting	12	water and glasses all afternoon 15:30 coffee, tea	Long table, chairs - data projector, laptop projector, screen. Internet access outside room or in adjacent room - 6 chairs for Bidding Societies waiting
Tues	09:00-1700	IAPD Board of Directors meeting	20	as for Monday above	outside room - 6 chairs for waiting Internet access
Wed	8:00 – 13:00	5 Conference rooms for Committees	12	Education, Scientific, Membership, finance, IT	
Wed to Sat	08:30 17:30	Secretariat – IAPD Headquarters	16	water & glasses, soft drinks	long table, chairs Internet access, room to be lockable
Wed to Sat	09:00-1700	Press & Secretary-General's office	8	water & glasses	6 chairs & table
Wed	08:30 12:00	Committees of IAPD	8	Water & glasses	long table, chairs
Wed	13:30 - 16:00	IAPD Council Meeting <i>Duration unpredictable – ends 15:00 or 16:00hrs Opening ceremony follows</i>	80	After 15:00 hrs refreshments outside room coffee, soft drinks, wine, nibbles	Large room, chairs classroom style, long table with 8 chairs at front facing audience. Microphone on table & roving mike for Councillors Data projector, laptop computer & screen

					Internet access
Wed	17:30 or 18:00 approx	IAPD Congress Opening Ceremony	1000		Theatre style seating - chairs for Board of Directors Data projector & screen
Wed	09:00 - 17:00	IAPD Board Meeting	8	water and glasses all day 08:30 coffee, tea, rolls 10:30 coffee, tea 12:30 light lunch in room or outside 15:30 coffee, tea	Long table & chairs Internet access
Wed to Sat	09:00 to 17:00	3 adjacent booths prominently located in Trade display area for IAPD membership - Next IAPD Congress & Reg. organisation: Name to be provided 6 months prior to congress			Booths to have counter tops 2.5-3.0 m. long & 1.3 m high 3 chairs behind each counter Power for 2 computers at each booth
Fri	19:30 – 0:00	Gala Dinner		Locals ask the President how many tables are needed for Board, Honorary's, invited guests etc.	President and Locals give a welcome speech to the guests
Sat	16:30 approxi mately	IAPD Closing Ceremony	400		Theatre style seating – stage with chairs for Board of Directors Data projector & screen

This only to be taken as a template of IAPD requirements before and during Congress - Exact requirements must be checked with the Secretary General four (4) months prior to the Congress when details will be known.

Appendix G: Financial agreement (On IAPD Letterhead)

INTERNATIONAL ASSOCIATION OF PAEDIATRIC DENTISTRY

President

Immediate Past President

President Elect

Honorary Editor



Representatives of Nations

Secretary-General

FINANCIAL AGREEMENT

This agreement pertains to the XXth Congress of IAPD to be hosted by the (name of the association°XXXXXXXXXXXXXXXXXXXXXXXXXX- (date) XXXXXXXXXXXXXXX

We, the undersigned, being the responsible officers of the above Society, have read the documents entitled “IAPD Congress Guidelines”, the “Constitution and By-Laws of IAPD”, and the “IAPD Standing Orders” and we agree to abide by the conditions set out therein.

We fully understand that failure to abide by these documents may result in cancelation of the right of the LOC and/or PCO to run the congress and/or subsequent relocation of the congress as to be determined by the IAPD Board of Directors. In cases of cancelation, IAPD will not bear any responsibility for the expenses incurred by the LOC and/or PCO.

We agree thereby to pay a franchise fee of 60.000 Euros according to the following schedule:

- Upon contract signature 10%
- 8 months before the congress 40%
- One month before the congress 50%

A Congress Report, Statement of Accounts and all funds due to IAPD, must be agreed and closed with the IAPD Secretary General according to the “IAPD Congress Guidelines”.

We furthermore agree that all fees and funds will at all times be kept separate and set aside from the rest of the Congress income, in a separate ‘Trust’ Account as set out in the “IAPD Congress Guidelines”.

We also agree that all IAPD members will have an equal opportunity to participate in this biennial congress, with no restriction and with no ethnic, religious, social or other discrimination.

Position	First name & Last Name	Signature
Secretary/treasurer - Host country		
President - Host. Country		
Chair of the Organizing Committee		
:		
IAPD Secretary General		
IAPD President		
IAPD CSS&C Committee Chair		

Date:

APPENDIX H

TRAVEL BURSARIES, PRIZES AND AWARDS

- I. DR SAM HARRIS TRAVEL BURSARIES**
- II. THE BENGT-MAGNUSSON MEMORIAL PRIZE IN CHILD DENTAL HEALTH**
- III. BRIGHT SMILES – BRIGHT FUTURES AWARD**
- IV. JENS ANDREASEN AWARD**
- V. MORITA PRIZE**
- VI. NUSMILE RESTORATIVE DENTISTRY AWARD**
- VII. PAEDIATRIC DENTISTRY WORKING GROUP**

I. DR SAM HARRIS TRAVEL BURSARIES

These bursaries are administered to delegates from developing nations, in order to facilitate their attendance of the IAPD Biennial Congress.

IAPD is proud to state that they are made possible thanks to the donation to the IAPD of Dr. Samuel Harris, one of the founders of the specialty of Paediatric Dentistry and of our Association.

Three bursaries of US\$ 1000 (One Thousand Dollars) each will be available for the IAPD Biennial Congress.

RULES

1. Applicants must be current members of the IAPD.
2. Applicants should write to the IAPD Secretariat stating how the Bursary would be particularly helpful to them.
3. Each application should be accompanied by a copy of a poster abstract submitted to the Congress.
4. Each application should be accompanied by short Curriculum Vitae and a letter of support from a supervisor or senior colleague.
5. Awardees shall only be eligible to receive the travel bursary once.
6. Candidates are not eligible for another prize at the Congress.
7. Bursaries are given by the Secretary General to each awarded colleague, at the Congress, after registration.
8. The presence of the recipient at the Closing ceremony is mandatory.
9. Entry forms may be downloaded from the IAPD Congress website

Please Note:

In order to upload your letter regarding the Bursary, the application, the short CV and the letter of support, it is required to provide your IAPD membership and abstract number.

SUBMIT ABSTRACTS TO:

Abstracts can only be submitted electronically using the online form on the Congress website. In those rare instances where delegates are not able to access the website, please contact the IAPD secretariat.

**II. THE BENGT MAGNUSSON MEMORIAL PRIZE
IN CHILD DENTAL HEALTH
*Currently Sponsored by Dentaid/Spain.***

The prize is awarded in the memory of Professor Bengt Magnusson of Göteborg, Sweden, a founder of Paediatric Dentistry and a former member of the IAPD until his death in 1981.

This prize is awarded on alternate years at the IAPD Congress for the best submitted essay.

The value of the Prize is € 1000 (One Thousand Euros)

RULES

1. The Prize is open to all current Members of the International Association of Paediatric Dentistry.
2. Registration to the Congress is a requirement for the competition entry.
3. The Prize will be awarded for the most meritorious essay submitted on a subject in the field of Child Dental Health. It will be judged by an international panel of adjudicators
4. The essay must be an unpublished work and suitable for publication in the IJPD (International Journal of Paediatric Dentistry).
5. The manuscript should be in English and should follow the guidelines for submitting a paper to the International Journal of Paediatric Dentistry.
6. The manuscript should be based on original and previously unpublished work, and may be presented under joint authorship.
7. The manuscript must be submitted under a nom de plume. The nom de plume must be written on the essay cover page. The entry form must not be used as a cover page of the essay and should be presented separately from the essay.
8. Up to six finalists will present their work in an Oral Presentation allocated to this award during the Congress. Each contestant will be allotted maximum 15 minutes for their oral Power Point presentation followed by 5 minutes of questions and discussion.
9. Presentation of a certificate to the winner is made at the Closing Ceremony by the Awards Committee Chair and the winner is required to participate in the ceremony
10. The International Association of Paediatric Dentistry reserves the right of publication of the prize - winning essay.
11. Application Form may be downloaded from the IAPD Congress website .

Essays can only be submitted electronically using the online form on the Congress Website. After uploading the essay you will get an automatically Essay Number provide by Congress Website. Application form has to be filled with the IAPD membership number and Essay number and upload at Congress Website

The online essay submission for this award will be open until 5 months before the congress. In those rare instances where delegates are not able to access the congress website, please contact the IAPD secretariat at iapd@iapdworld.org

III. BRIGHT SMILES – BRIGHT FUTURES AWARD

Sponsored by the Colgate-Palmolive Company

The award is presented on alternate years at the IAPD Congress for the best preventive oral health community program serving children.

The value of the Prize is 2000 US Dollars (two thousand dollars). In addition, there will be three runners up prizes of 500 US dollars (five hundred dollars) each.

RULES

1. The Prize is open to any individual or organization responsible for creating or implementing a preventive oral health community program serving children. The prize is open to all current members of IAPD. In case of joint authorship, at least one applicant must be a current IAPD member.
2. Registration to the Congress is a requirement for the competition entry.
3. The Prize will be awarded for the most meritorious preventive oral health community program serving children. Programs will be judged on impact, educational materials and presentation. It will be judged by an international panel of adjudicators.
4. A 100 words abstract and maximum 1.200 words description of the program should be included with the completed application.
5. All candidates will be required to give a maximum 10 minutes oral presentation about their work, followed by 5 minutes of questions and discussion.
6. Presentation of certificate to the winner of the preventive oral health community program serving children is made at the Opening Ceremony by the representative of Colgate Company. The presence of the recipient at the ceremony is mandatory.
7. Entry forms and Award Brochure are available upon request from the IAPD Secretariat: [**iapd@iapdworld.org**](mailto:iapd@iapdworld.org) and from the IAPD website: [**www.iapdworld.org**](http://www.iapdworld.org)
8. All entries are to be sent electronically to [**iapd@iapdworld.org**](mailto:iapd@iapdworld.org) in their final and completed version 5 months before the congress.

IV. THE JENS ANDREASEN AWARD

The award is presented on alternate years at the IAPD Congress for the best poster on dental trauma.

The value of the Prize is £ 400 (Four Hundred English Pounds) and it is financed from funds in the IAPD general account, which were acquired from the Andreasen pre - Congress lectures.

RULES

1. The Prize is open to all current Members of the International Association of Paediatric Dentistry. In case of joint authorship, at least one applicant must be a current IAPD member.
2. Registration to the Congress is a requirement for the competition entry.
3. The Prize will be awarded for the most meritorious poster on dental trauma. It will be judged by an international panel of adjudicators
4. The poster should be based on original and previously unpublished work, and may be presented under joint authorship.
5. All candidates will be required to give a 3 minutes oral presentation about their work, followed by 2 minutes of questions and discussion.
6. Finalists will be required to give their presentation to the judges in a separate finalist session.
7. Presentation of a certificate to the winner is made at the Closing Ceremony by Professor Jens Andreasen or the Awards Committee Chair. The presence of the recipient at the ceremony is mandatory.
8. Entry forms may be downloaded from the IAPD Congress website

SUBMIT ABSTRACTS TO:

Abstracts can only be submitted electronically using the online form on the Congress website.

Only abstracts accompanied with the application form and IAPD membership number will be considered for review. In those rare instances where delegates are not able to access the website, please contact the IAPD secretariat at iapd@iapdworld.org

V. MORITA PRIZE
Sponsored by the Morita Corporation

MORITA AWARD – Case Report

Sponsored by the Morita Corporation

The award is presented on alternate years at the IAPD Congress for the best poster of a **case report** on any clinical topic

The value of the Prize is to be US\$ 1000 (One Thousand Dollars)

RULES

1. The Prize is open to all current Members of the International Association of Paediatric Dentistry. In case of joint authorship, at least one applicant must be a current IAPD member.
2. Registration to the Congress is a requirement for the competition entry.
3. The Prize will be awarded for the most meritorious poster of a case report on any clinical field. It will be judged by an international panel of adjudicators
4. The posters should be based on original and previously unpublished work and may be presented under joint authorship.
5. All abstracts will be evaluated in advance by the allocated judges so as to select the finalists.
6. All candidates will be required to give a 3 minutes oral presentation about their work, followed by 2 minutes of questions and discussion.
7. Finalists will be required to give their presentation to the judges in a separate finalist session.
8. Presentation of a certificate to the winner of the case report poster is made at the Closing Ceremony by the representative of the Morita Corporation. The presence of the recipient at the ceremony is mandatory.
9. Application forms may be downloaded from the IAPD Congress website.

SUBMIT ABSTRACTS:

Abstracts can only be submitted electronically using the online form on the Congress Website; After uploading the abstract you will get an automatically Abstract Number provide by Congress Website;

Application form has to be filled with the IAPD membership number and Abstract number and upload at Congress Website.

In those rare instances where delegates are not able to access the congress website, please contact the IAPD secretariat at iapd@iapdworld.org

MORITA AWARD - Research

Sponsored by the Morita Corporation

The award is presented on alternate years at the IAPD Congress for the best poster of a **research** on any clinical topic.

The value of the Prize is US\$ 1000 (One Thousand Dollars).

RULES

1. The Prize is open to all current Members of the International Association of Paediatric Dentistry. In case of joint authorship, at least one applicant must be a current IAPD member.
2. Registration to the Congress is a requirement for the competition entry.
3. The Prize will be awarded for the most meritorious poster of a research on any clinical topic. It will be judged by an international panel of adjudicators
4. The posters should be based on original and previously unpublished work and may be presented under joint authorship.
5. All abstracts will be evaluated in advance by the allocated judges so as to select the finalists.
6. All candidates will be required to give a 3 minutes oral presentation about their work, followed by 2 minutes of questions and discussion.
7. Finalists will be required to give their presentation to the judges in a separate finalist session.
8. Presentation of a certificate to the winner of the research poster is made at the Closing Ceremony by the representative of the Morita Corporation. The presence of the recipient at the ceremony is mandatory.
9. Application forms may be downloaded from the IAPD Congress website.

SUBMIT ABSTRACTS :

Abstracts can only be submitted electronically using the online form on the Congress Website; After uploading the abstract you will get an automatically Abstract Number provide by Congress Website;

Application form has to be filled with the IAPD membership number and Abstract number and upload at Congress Website

In those rare instances where delegates are not able to access the congress website, please contact the IAPD secretariat at iapd@iapdworld.org

VI. NUSMILE RESTORATIVE DENTISTRY AWARD

NuSmile Restorative Dentistry Award – Case Report

Sponsored by NuSmile Company

The award is presented on alternate years at the IAPD Congress for the best poster of a **case report** in the field of paediatric restorative dentistry

The value of the Prize is US\$ 1000 (One Thousand Dollars)

RULES

1. The Prize is open to all current Members of the International Association of Paediatric Dentistry. In case of joint authorship, at least one applicant must be a current IAPD member.
2. Registration to the Congress is a requirement for the competition entry.
3. The Prize will be awarded for the most meritorious poster of a case report in the field of paediatric restorative dentistry. It will be judged by an international panel of adjudicators
4. The posters should be based on original and previously unpublished work and may be presented under joint authorship.
5. All candidates will be required to give a 3 minutes oral presentation about their work, followed by 2 minutes of questions and discussion.
6. Finalists will be required to give their presentation to the judges in a separate finalist session.
7. Presentation of certificate to the winner of the case report poster is made at the Closing Ceremony by the representative of the NuSmile Company. The presence of the recipient at the ceremony is mandatory.
8. Entry forms may be downloaded from the IAPD Congress website.

SUBMIT ABSTRACTS TO:

Abstracts can only be submitted electronically using the online form on the Congress website. Only abstracts accompanied with the application form and IAPD membership number will be considered for review.

In those rare instances where delegates are not able to access the website, please contact the IAPD secretariat at iapd@iapdworld.org

NuSmile Restorative Dentistry Award - Research

Sponsored by NuSmile Company

The award is presented on alternate years at the IAPD Congress for the best poster of a **research** in the field of paediatric restorative dentistry

The value of the Prize is US\$ 2000 (Two Thousand Dollars)

RULES

1. The Prize is open to all current Members of the International Association of Paediatric Dentistry. In case of joint authorship, at least one applicant must be a current IAPD member.
2. Registration to the Congress is a requirement for the competition entry.
3. The Prize will be awarded for the most meritorious poster of a research in the field of paediatric restorative dentistry. It will be judged by an international panel of adjudicators
4. The posters should be based on original and previously unpublished work and may be presented under joint authorship.
5. All candidates will be required to give a 3 minutes oral presentation about their work, followed by 2 minutes of questions and discussion.
6. Finalists will be required to give their presentation to the judges in a separate finalist session.
7. Presentation of certificate to the winner of the research poster is made at the Closing Ceremony by the representative of the NuSmile Company. The presence of the recipient at the ceremony is mandatory.
8. Entry forms may be downloaded from the IAPD Congress website.

SUBMIT ABSTRACTS TO:

Abstracts can only be submitted electronically using the online form on the Congress website. Only abstracts accompanied with the application form will be considered for review. In those rare instances where delegates are not able to access the website, please contact the IAPD secretariat at iapd@iapdworld.org

VII. PAEDIATRIC DENTISTRY WORKING GROUP

TRAVEL BURSARIES

AVAILABLE FOR FIVE CONGRESSES: 2015 – 2017 – 2019 – 2021 – 2023 - 2025**

** 2015 no applicant – reported to next year

Two bursaries of US\$ 1000 (One Thousand Dollars) each will be available for the IAPD Biennial Congress.

Funding for the bursaries comes from direct funding by the Paediatric Dentistry Working Group in Africa.

RULES

1. This travel bursary is restricted to African delegates travelling to the IAPD Congress.
2. Applicants must be current members of the IAPD.
3. Applicants should write to the IAPD Secretariat stating how the Bursary would be particularly helpful to them.
4. Applicants shall be eligible for a travel bursary of US\$ 1000 (One Thousand Dollars).
5. Each application should be accompanied by a copy of a poster abstract submitted to the Congress.
6. Each application should be accompanied by short Curriculum Vitae and a letter of support from a supervisor or senior colleague.
7. Awardees shall only be eligible to receive the travel bursary once.
8. Candidates are not eligible for another prize at the Congress.
9. Bursaries are given by the Secretary General to each awarded colleague, at the Congress, after registration.
10. The presence of the recipient at the Closing ceremony is mandatory.
11. Application forms may be downloaded from the IAPD Congress website.

SUBMIT ABSTRACTS:

Abstracts can only be submitted electronically using the online form on the Congress Website; After uploading the abstract you will get an automated Abstract Number provided by Congress Website; Application form has to be filled with the IAPD membership number and Abstract number and upload at Congress Website together with a CV, a letter stating how the bursary would be helpful and a letter of support from a supervisor or a senior colleague; In those rare instances where delegates are not able to access the congress website, please contact the IAPD secretariat at iapd@iapdworld.org

Appendix I: Agreement for online education databank and IAPD educational program



IAPD Continuing Education

Grant of Copyright License Agreement for Online Education Databank and IAPD Educational Programs

This agreement entered into this ____ day of _____, _____ by and between the International Association of Paediatric Dentistry (hereinafter referred to as "IAPD"), 18 Av. Louis Casai 1209 Geneva, Switzerland, and _____ (hereinafter referred to as "course faculty member")

Course Faculty Member's full name: _____

Address: _____

country _____ country tax ID# _____

Telephone contact: _____ e-mail address: _____

Course title: _____

Location and date: _____

By signing this agreement, the course faculty member hereby grants to the IAPD a non-exclusive, perpetual, irrevocable, royalty-free license and release to exercise all rights (of whatever kind or nature now or hereafter protected by Copyright Laws of all countries) in and to the program authored by the course faculty member and presented at IAPD continuing education course, including but not limited to the spoken words of the speaker, any accompanying audio-visual or electronic presentations, and any accompanying written or electronic handout materials (hereinafter referred to singularly and collectively as the "work"). This license does not change the fact that the course faculty member retains copyright ownership of his/her presentation, and does not prohibit him/her from using the presentation in any way or from allowing others to use it.

Without limiting the generality of the foregoing, the speaker grants to the IAPD and its designees the rights to edit, film, record, publish, reproduce, reprint, and distribute, and otherwise make use of the work, no earlier than **ONE YEAR** after its presentation (unless previously arranged by both parties), and authorizes the IAPD and its designees to use the speaker's name, likeness, photograph, and biographical data in connection with their use and promotion of the work. **This is for the use of the work in the Online Education Databank of the IAPD to be able to be accessed for free by all IAPD members and for any other IAPD educational program.**

It is understood that, other than the good and valuable consideration received for this release and license, the course faculty member will not receive any royalty or other monetary compensation from the IAPD and or its designees for the rights granted hereunder and the subsequent use of the work by the IAPD and its designees. The course faculty member represents and warrants to the IAPD that the work is the speaker's own original work; that the speaker is the sole owner of the work and all of the rights herein granted; that the speaker has the full right and power to make this release and license; that the work does not violate any copyright, proprietary, intellectual property or personal rights of others; that the work is factually accurate and contains no matter defamatory or otherwise unlawful; that the speaker has not previously in any manner disposed of by sale or assignment any of the rights herein granted to the IAPD nor previously granted any rights adverse thereto or inconsistent therewith; and that there are no rights outstanding which would diminish, encumber or impair the full enjoyment or exercise of the rights herein granted to the IAPD.

The course faculty member agrees to indemnify and hold harmless the IAPD and its officers, directors, members, employees, agents and volunteers from and against any and all claims, actions, losses, demands, costs, including reasonable attorneys' fees, and all other expenses relating or incidental to, or arising directly or indirectly from, the inaccuracy or breach of any of the aforementioned warranties and representations.

The International Association of Paediatric Dentistry expresses its gratitude to the course faculty member for his/her efforts in advancing the quality of Paediatric Dentistry and for helping improve the educational programs offered to members worldwide who are unable to attend our meetings.

Signed: _____
(course faculty member)

Print Name: _____

Date: _____

IAPD

18 Av. Louis Casai 1209 Geneva, Switzerland

Telephone: +41 (0)22 533 0948 Email: iapd@iapdworld.org | Website: www.iapdworld.org

Appendix J: Information and Format Required for the Final Report

IAPD requires a final report from the Local Organizing Committees (LOC). This information is to be in written form and is to be sent to the Secretary General and Chair of CSS&C committee within 4 months from the conclusion of the congress.

Immediately following the Congress, a list of all attendees' emails and contact information must be forwarded to the IAPD Secretariat.

Format of the Final Report

- 1- Introduction
- 2- List of the members of the Local Organizing Committee
- 3- Report on the supporting authorities/auspices/organizations/societies/journals of the Congress
- 4- Description of the PCO
- 5- Report on the promotion and marketing of the Congress
- 6- Description of the printed/electronic material for the Congress
- 7- Report on the location (city, convention center) and the hotels
- 8- Report on the number of attendees (by category, by country). A separate file must contain the list of all the attendees with e-mails and contact information in Excel file.
- 9- List of countries represented in the Congress.
- 10- Report on the number of abstracts presented (by category, by country)
- 11- Report on the number of abstracts presented for awards and description of each award and winners in each category
- 12- Report on the Scientific program. Include the full program. List of speakers by topics and by country.
- 13- Report on the Pre-congress lectures (number of attendees, income)
- 14- Report on the Social activities/events, including opening and closing ceremonies.
- 15- Report of the sponsors (list of sponsors, category, floor plans of exhibition area)
- 16- Report of website statistics (eg Google Analytics Report)
- 17- Report of the Newsletter (amount, sent bounces, unsubscription, etc)
- 18- Final financial report , as it is in Appendix B.
- ~~19- Detailed information on the levy paid to IAPD (number of attendees per category, calculation of the levy based on those numbers)~~
- 20- Conclusions
- 21- Difficulties encountered.
- 22- Recommendations for future congresses

Appendix K: Congress Website requirements

INTERNATIONAL ASSOCIATION OF PEDIATRIC DENTISTRY BIENNIAL CONGRESS WEBSITE GENERAL GUIDELINES

PURPOSE

The purpose of this guideline is to provide a general overview to the design, content and management of the IAPD Biennial Congress Website. The Website should be managed by the Local Organizing Committee along with the PCO.

WEBSITE LAUNCHING

The IAPD- Biennial Congress website should be launched during the previous Congress. In that way, the website can be shown during the previous congress.

WEBSITE DOMAIN NAME

The Domain name should follow the following format: WWW.IAPD20XX.org. If the name is unavailable, the LOC should consult the IAPD Board of Directors before purchasing a different name. At some point, the IAPD will own the congress domain.

WEBSITE CONTENT

The IAPD Logo should be in a prominent place. The logo should be on the left of any other logos and slightly bigger in size. The format of the logo should be approved by the IAPD BOD or IAPD CSSC before use.

The IAPD Biennial congress website should contain the following information:

- Welcome letter by the president of IAPD
- Welcome letter by the Chair of the Organizing committee
- Scientific Program
- Speakers
- Registration information (dates, costs, deadlines)
- Abstract submission information (format, deadlines)
- IAPD awards and bursaries
- Hotels information
- Venue information
- Social Program
- Exhibition and Sponsors

WEBSITE FRONT PAGE

The Website Front Page should include the IAPD Logo and the following main topics:

- Dates of the Congress
- Registration Information

- Welcome message by the president of IAPD and chair of the Local Organizing Committee

The website Front page should also include links to the following areas:

- Welcome
- General Information
- Scientific Program
- Speakers
- Exhibition
- Touristic information
- Social events

WEBSITE POST CONGRESS

After the congress, the website should contain material related to the congress: Photographs of the congress, names of the winners of the awards, highlights of the congress.

WEBSITE DURATION

The IAPD Biannual Congress website should be maintained up to two years after the end of the Biannual Congress. Afterwards, all the material contained in the website should be transferred to the IAPD Secretariat.

